

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-053A

OPEN PERIOD:

2/4/2010 – 2/18/2010

JOB TITLE:

Aviation Resource
Management Specialist
(2 Positions)

PAY GRADE AND SERIES:

GS-2101-09

PAY RANGE:

\$52,852 - \$68,702

POSITION LOCATION:

March ARB, CA.

UNIT:

163rd
APPOINTMENT TYPE: PERMANENT - DUAL STATUS
AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-5 through E-6.

Compatible Military Grade Assignment: AFSC 1C0X2, 1C7XX.
Key Requirements:
PDCN #: 90093000
Security Clearance Required:

Secret

THIS IS A PERMANENT POSITION

This position is located in the Air Operations Division of an Air National Guard Aviation Wing. Its purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. This is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non rated aircrew for mission accomplishment and safety of flight; and serving as the overall ARMS database manager, analyst, and administrator for the Wing. As required, the position periodically performs Flight Services Specialist duties.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

Position Requires Travel: Infrequent/Rare.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the applicant's ability to interpret, explain, and/or apply a variety of regulations and procedures.

Aviation Resource Management Specialist GS-2101-09: Must have 24 months of specialized experience in controlling and monitoring the resource and training requirements of assigned aircrew for mission accomplishment and safety of flight; experience developing and implementing applications programs using base-level computers to meet specific needs of the unit; experience in interpreting and administering laws and regulations regarding incentive pay to determine eligibility and entitlement to ACIP, CEFIP, HDIP and parachutist duty; experience in Flight Services Specialist work within Air Operations Division; experience in authenticating and publishing aeronautical orders for operational flight duties.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of various aviation management programs, policies, requirements, and objectives to create, maintain, and monitor aircrew flying hour and training programs.
2. Knowledge of software programs such as ARMS and Oracle Browser to create reports and documents for aviation management.
3. Knowledge of aviation management programs, policies, and requirements to publish aeronautical orders and military pay orders.

4. Knowledge of laws and regulations pertaining to pilot and incentive pay and other entitlements.
5. Ability to interpret laws and regulations and policies of the organization.
6. Knowledge of aviation resource management principles, programs, policies, and practices for interpreting and applying law and regulations relating to administering incentive pay programs.
7. Knowledge of flight operations and aircrew requirements for execution of safe flight operations.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLYTO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER